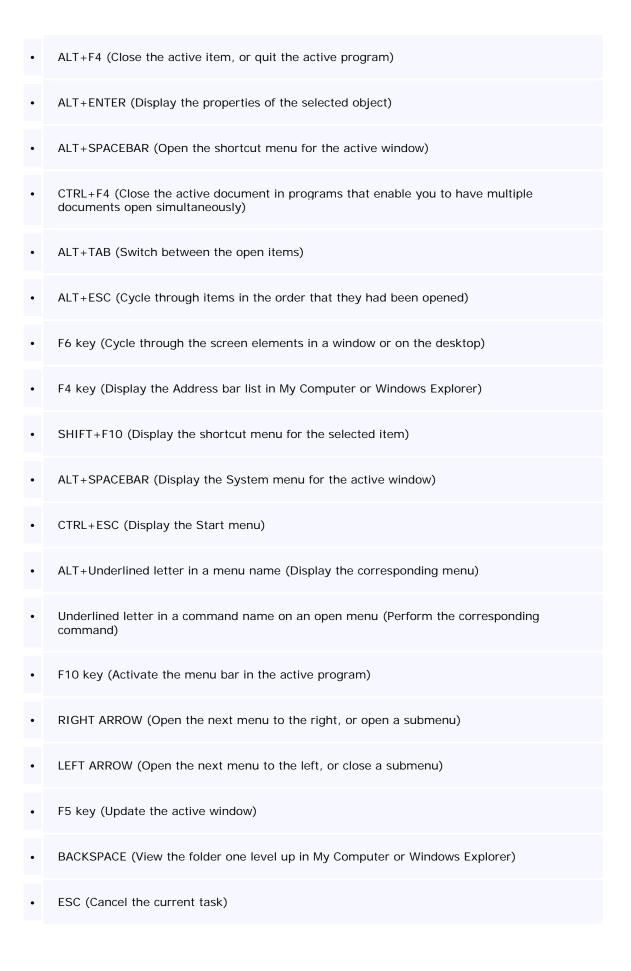
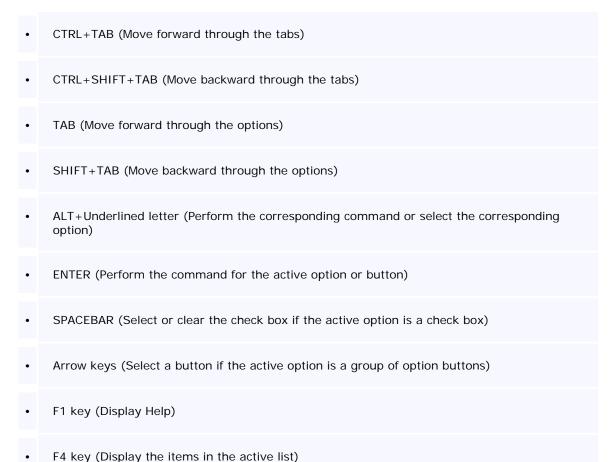
#### **General Keyboard Shortcuts**





• SHIFT when you insert a CD-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)

# **Dialog Box Keyboard Shortcuts**



# Windows Explorer Keyboard Shortcuts

dialog box)

•	END (Display the bottom of the active window)
•	HOME (Display the top of the active window)
•	NUM LOCK+Asterisk sign (*) (Display all of the subfolders that are under the selected folder)
•	NUM LOCK+Plus sign (+) (Display the contents of the selected folder)

BACKSPACE (Open a folder one level up if a folder is selected in the Save As or Open

- NUM LOCK+Minus sign (-) (Collapse the selected folder)
- LEFT ARROW (Collapse the current selection if it is expanded, or select the parent folder)
- RIGHT ARROW (Display the current selection if it is collapsed, or select the first subfolder)

### **Microsoft Internet Explorer Navigation**

- CTRL+B (Open the Organize Favorites dialog box)
- CTRL+E (Open the Search bar)
- CTRL+F (Start the Find utility)
- CTRL+H (Open the History bar)
- CTRL+I (Open the Favorites bar)
- CTRL+L (Open the **Open** dialog box)
- CTRL+N (Start another instance of the browser with the same Web address)
- CTRL+O (Open the Open dialog box, the same as CTRL+L)
- CTRL+P (Open the **Print** dialog box)
- CTRL+R (Update the current Web page)
- CTRL+W (Close the current window)

#### Other Information

Some keyboard shortcuts may not work if StickyKeys is turned on in Accessibility Options